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TRANSMITTAL SLIP		DATE
TO: EXA/DDA		
ROOM NO.	BUILDING	
REMARKS: EXA/DDA  05 JAN 1987. DDA/Registry (Ref: DDA 86-2161x)		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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70-3
31 DEC 1986

STAT

Dear Mr. Trost:

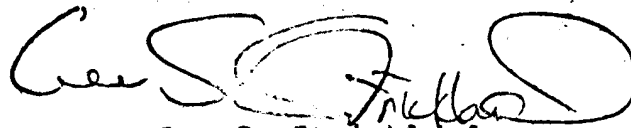
Your undated card to the Directorate of Administration has been forwarded to my office for consideration and reply under the provisions of the Freedom of Information Act. For identification purposes, your request has been assigned reference number F86-1520..

Specifically, you have asked for a "...brochure which explains what the Administration Directorate is all about and how it fits into the organization of the CIA."

I am enclosing a copy of a brochure entitled "Fact Book on Intelligence," and refer you particularly to pages 9 and 15 for information about the Directorate of Administration. In addition, I believe that you will find the entire contents of this brochure interesting and informative.

This concludes our action on your request, and we are pleased to have been of assistance. Thank you for your interest in the Central Intelligence Agency.

Sincerely,



Lee S. Strickland
Information and Privacy Coordinator

Enclosure

IPD/AEF/slk/30 Dec 86

Distribution:

Orig - Adse

1 - Chrono

1 - IPD F86-1520 - GIF

1 - EXA/DDA

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ID# 11411

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ROUTING AND TRANSMITTAL SLIP		Date
		23 Dec 86
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/IPD/OIS		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

for

#1 - FOR ACTION: PLEASE RESPOND DIRECT

WITH DROP COPY TO THE DDA.

SUSPENSE: 16 JANUARY 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

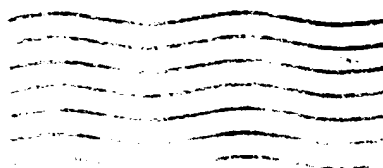
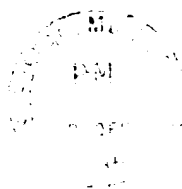
FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

8041-102

*U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

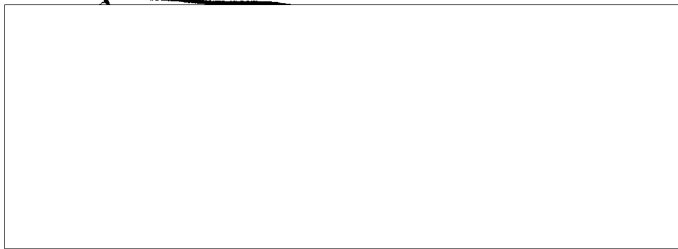
STAT



Central Intelligence Agency
ATTN: Directorate of Administration
Washington, D.C. 20505

Dear Sir,
Please send me
your brochure which
explains what the
Information
is all about and how
it fits into the objectives
of the CIA.

Thank you
Please send to:



STAT